

Message Approved For Release By Director,  
HRO Beaufort "Tri-Command"

Supervisors of civilian employees:

POST THIS ENTIRE ANNOUNCEMENT ON OFFICIAL BULLETIN BOARDS!

26 JANUARY 2006

WHAT'S NEW THIS WEEK?!

CURRENT CIVIL SERVICE VACANCIES

The current Civil Service Vacancy Listing "Plus" can also be accessed from any computer at any time at  
<http://www.nhbeaufort.med.navy.mil>.

**NOTE:** To be eligible for consideration for jobs being announced through CHART, you must have "civil service status". This means that you must EITHER (1) currently work in the Federal service; OR, (2) have previously worked in Federal civil service; OR, (3) currently be employed with a Non-Appropriated Fund (NAF) activity; OR, (4) have active duty military service and meet the eligibility requirements for appointment into the civil service through the Veterans Readjustment Act (VRA) or the Veterans Employment Opportunity Act (VEOA) (websites for veterans' hiring programs are listed later in this announcement). If you do not have "civil service status", then you can only be appointed through OPM's Delegated Examining Unit recruitment process. DEU positions are open to all U.S. citizens.

MCRD, PARRIS ISLAND

For additional information, contact Barbara Bernthal, HR Branch Office, MCRD, Parris Island at 228-2378.

AC Equip Mechanic WG-5306-08 \$16.70-\$19.49 ph	CHART & DEU (to be posted) I and L Dept, FMED
Contract Surveillance Rep GS-1101-09 \$42,955-\$55,846 pa \$42,955 - \$55,846 pa	CHART (MCRD ONLY) I and L Dept, FMED, Contract Admin
Supv Defense Travel Administrator GS-0501-12 \$62,291-\$80,975 pa	CHART Comptroller Dept, Defense Travel Division

Financial Defense Travel Tech GS-0503-06 \$31,601-\$41,080 pa	CHART Comptroller Dept, Defense Travel Div
Alt Intermediate Agency Program Tech GS-0503-06 \$31,601-\$41,080	CHART Comptroller Dept., Defense Travel Div
HR Asst (Mil) GS-0203-05 \$28,349-\$36,856 pa	CHART Recruit Admin Center
Combined Trades Supv I WS-4701-10 \$24.19-\$28.23 ph	CHART (MCRD ONLY) I & L Dept, FMED
Electrician (HV) WG-2810-10 \$18.61 - \$21.71 ph	CHART I and L Dept, FMED
(3) HR Asst (Mil/OA) GS-0203-04 \$25,338 - \$32,944 pa	CHART Recruit Training Regiment
(2) Supply Clerk GS-2005-03 \$22,572 - \$29,346 pa	CHART I and L Dept, Supply Div
(2) Materials Handler WG-6907-06 \$14.80-\$17.25 ph	CHART I and L Dept, Supply Div, Clothing Br

**MCAS BEAUFORT**

For additional information, contact Caterina Antonacci, HR  
Branch Office, MCAS Bft at 228-7272

Materials Handler WG-6907-05 \$13.85-\$16.15 ph	CHART Supply
Material Handler Leader WL-6907-06 \$16.29-\$19.00 ph	CHART (MCAS Only) Supply
Inventory MGMT Spec. GS-2010-11 \$51972-\$67,567 pa	CHART (MCAS Only) Supply

Environmental Protection Asst. GS-0029-04 \$25,338-\$32,944 pa	CHART Environmental
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Hazardous Material Handler WG-6501-07 \$15.76-\$18.37 ph	CHART (Individual Announcement) Environmental
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Information Tech. Spec. GS-2210-09 \$42,955-\$55,846 pa	CHART S-6
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Position Management Specialist GS-0301-07/09 \$35,116-\$45,648 pa \$42,995-\$55,846 pa	CHART S-1
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Supply Tech GS-2005-05 \$28,349-\$36,856 pa	CHART Supply
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**NAVAL HOSPITAL BEAUFORT**

For additional information, contact Sheila Sofaly, HR Branch  
Office, Naval Hospital Beaufort, 228-5574

General Engineer GS-0801-12 \$62,291-\$80,975 pa	DEU (To be posted) Public Works Dept
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Health System Specialist GS-0671-11 \$51,972-\$67,567 pa	CHART Managed Care Dept
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Medical Support Assistant (OA) GS-0679-05 \$28,349 - \$36,856 pa	CHART DPS, Pediatrics Clinic
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Privacy Compliance Officer GS-0301-11 \$51,972 - \$67,567 pa	CHART (NH Only) Managed Care Dept
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Billeting Clerk GS-0303-03 \$22,572 - \$29,346 pa	CHART Operating Mgmt Dept
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## 6<sup>TH</sup> MARINE CORPS RECRUIT DISTRICT

None

### MARINE CORPS COMMUNITY SERVICES -- SOUTH CAROLINA (MCCS-SC)

For information about NON-APPROPRIATED FUND (NAF) positions with MCCS-SC at Parris Island and Marine Corps Air Station Beaufort, go to [www.mccssc.com](http://www.mccssc.com) then click on [Area Job Listing](#).

Please direct any questions concerning NAF positions to the MCCS-SC Personnel Office listed in the website.

### ANNUAL PAY ADJUSTMENT FOR GENERAL SCHEDULE (GS) EMPLOYEES EFFECTIVE

An across-the-board increase of 2.1 percent in the rates of basic pay for General Schedule civil service employees became effective on 8 Jan 2006.

The 2006 salary tables can be found on the Office of Personnel Management's (OPM's) Web site at <http://www.opm.gov/oca/payrates/index.asp>.

Employees will receive an SF-50 Notice of Personnel Action regarding this pay change through normal SF-50 distribution channels.

### PARS APPRAISAL CYCLE CLOSING FOR MCRD PI AND MCAS BEAUFORT CIVIL SERVICE EMPLOYEES: Appraisals Due 31 Jan '06

The annual cycle for the civil service Performance Appraisal Review System (PARS) closed on 31 December 2005. Supervisors of civil service employees who have been under performance elements and standards for the minimum appraisal period of 90 days should complete the PARS for each civil service employee, discuss the element and summary rating with each employee, have the employee sign and date the cover sheet of the appraisal, provide a copy to the employee, and submit the original PARS to any HRO specialist by 31 January 2006.

For questions or additional information about PARS appraisals, including delayed appraisals, contact any HRO specialist.

## UPDATE ON MCRDPI REVIEW OF CIVIL SERVICE POSITION / JOB DESCRIPTIONS

HRO staff members are in the process now of revising PDs/JDs based on the info and notes gathered during the facilitated meetings held with Dr. Hughes-Reace and Dr. Pace in December 2005. There were approximately 85 descriptions that were facilitated.

Everyone in the local HRO is working diligently on completing the revisions.

When completed, the position/job descriptions will be sent back to the supervisor and employee for review and final agreement before being sent for classification review.

### FOOD FOR THOUGHT

" The magic formula that successful businesses have discovered is to treat customers like guests and employees like people."

*Thomas J. Peters (1942- present,*  
*author of In Search of Excellence, The Pursuit of Excellence)*

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BUT WAIT!  
THERE'S MORE GOOD INFO BELOW !

...ABOUT RECRUITMENTS THROUGH  
Dept of Navy's "CHART"

HOW DO I APPLY  
FOR CIVIL SERVICE JOBS IN NAVY AND MARINE CORPS  
USING "CHART"?

\* You must submit your resume' to the CHART database in order to apply and be considered for CHART job announcements. It is FAR PREFERABLE to get your CHART resume' in the RESUMIX database NOW rather than waiting for a particular position to become vacant.

\* Frequently check the CHART website for additional information regarding the effective date of the change. The website address is: <https://chart.donhr.navy.mil>.

\* Log into your CHART account, click on MY RESUME and review each section of your resume to ensure it is complete and up-to-date. New choices are being added to some of the menus.

\* After you have made sure your resume is complete, click on SEARCH FOR JOBS to find a new job opportunity announcement you wish to apply for.

\* SUBMIT your updated resume.

\* Use the APPLY NOW feature to use your updated resume already on file to apply to additional announcements. The APPLY NOW feature will work for any announcement except those where the announcement number ends in -DE or -NR.

\* Be sure to read the [Quick Tips and FAQs](#) that are posted within CHART. These provide detailed information about how to use CHART to search for and apply to DON announcements.

\* Need to know what the qualifications are for a job you're interested in? Or do you need help in finding out the right words and terminology to use in your CHART resume'? Try going to the [www.opm.gov](http://www.opm.gov) website and looking at terms used in the classification standards and qualification standards for the series and grade level of the position(s) you're interested in.

#### **WHAT ELSE DO I NEED TO KNOW ABOUT "CHART"?**

\* Open-continuous announcements (which start with "DON") are for ALL of the Department of Navy.

\* When the HRSC--SE needs to announce a position that's not covered by a Navy-wide open continuous announcement, a stand-alone announcement open for a specified period of time will be published. Stand-alone announcement numbers will start with EA.

\* Your resume will remain active in CHART for 6 months and you can submit it to apply to the new announcements.

\* Be sure to include the CORRECT SERIES of the position(s) for which you want to be considered. Failure to include the correct series may be a "fatal screen out" factor for further consideration.

\* Be sure to include the LOWEST GRADE LEVEL OR PAY you are willing to accept. Some employees have shown the desired grade level or pay only to learn, too late, that doing so automatically screened them out of further consideration for lower-graded positions in which they would have been interested.

\* Use dashes (-), not slashes (/), when entering dates in your CHART resume'.

### WONDERING WHY YOU DIDN'T GET REFERRED FOR A CIVIL SERVICE JOB?

Effective immediately, the Dept of Navy Employment Information Center is addressing issues related to qualifications and non-referrals. If you have questions about why you weren't referred for a civil service job or if you received a notice that you were not qualified to for a civil service position in CHART, you can forward your inquiry to the Employment Information Center by using one of the methods listed below.

Applicants can send their inquiries through the Contact the Webmaster Link located at the bottom of the CHART home page, <https://chart.donhr.navy.mil> or they may call 1-800-378-4559 or DSN 245-5733.

The hours of operation for the Resume Intake and Employment Information Center are Monday through Friday 9:00AM TO 8:00 PM EST.

### ...ABOUT RECRUITMENTS THROUGH THE U.S. OFFICE OF PERSONNEL MANAGEMENT Delegated Examining Unit (DEU) PROCESS

Some civil service positions are filled by the "DEU" recruitment process, especially positions that are hard-to-fill through with current civil service employees or other eligible candidates through "CHART".

To see (and apply) for jobs being filled through "DEU" at ALL Federal government agencies, go to [www.usajobs.opm.gov](http://www.usajobs.opm.gov). Be sure to follow the application instructions on the individual job announcement carefully as there are often different application processes at different government agencies!

For civil service positions being filled through the "DEU" process in Dept of Navy / U.S. Marine Corps only, you can also go to <https://chart.donhr.navy.mil>.

### ...ABOUT RECRUITMENT OF VETERANS

We get a lot of questions from applicants for civil service employment that are currently on or have previously been on

active duty military service. Applicants for civil service positions who have active duty military service...

- May have civil service "status" and be eligible for recruitment through CHART under the Veterans' Readjustment Act (VRA) or the Veterans' Employment Opportunity Act (VEOA).

- May be entitled to "veterans preference" for recruitment through OPM's DEU

Additional information about VRA / VEOA eligibility and Veterans Preference can be found at

<http://www.opm.gov/veterans/html/vetguide.asp#6>

<http://www.opm.gov/veterans/html/vetguide.asp>.

### ...ABOUT THE NATIONAL SECURITY PERSONNEL SYSTEM (NSPS) National Security Personnel System (NSPS)

UPDATE: NSPS Program Executive Officer, Mary Lacey, announced that the training for Spiral 1.1 activities/commands has been postponed. The reason for postponement is to further develop the performance management piece of NSPS. Although the training has been delayed, all Civilian Marines are encouraged to continue taking web-based training.

Employees can still get ready for NSPS by being proactive and visiting the NSPS web sites regularly to stay up to date on the latest NSPS information, reviewing the organizations mission and goals, and determining how their key work products and service support these goals. It also involves identifying and embracing those aspects of NSPS that will enable employees to be more effective and engaged members of the Marine Corps workforce.

Training on competencies that are expected to be central to NSPS implementation is available at no cost at "Navy Knowledge Online (NKO)". The NSPS Project Management Office has prepared an employee Navy Knowledge Online E-Learning Reference Guide that can be downloaded at <https://wwwa.nko.navy.mil>.

Managers and supervisors can get ready for NSPS by reinforcing the organization's mission and goals and by helping employees understand how the work contributes to achieving those goals. It also means keeping current on NSPS information and hosting periodic formal and informal meetings to share this knowledge with subordinates.

\*\* Final regulations for the National Security Personnel System were sent to the Federal Register for publication on 1 November



2005. To view the Federal Register Notice, please [click here](#) [<pdf/FinalNSPSFederalRegisterNotice.pdf>](#) (PDF, 106 pages, 550KB). To learn more about the final regulations, take a look at Fundamentals of NSPS II, an interactive view of the final regulations.

[Click here to download Fundamentals of NSPS II: An Overview of the Final Regulations <http://204.36.7.160/dlpps.php>](#)

**Note:** If you do not have Microsoft PowerPoint installed on your computer, [click here to download the free viewer.](#) [<http://www.microsoft.com/downloads/details.aspx?FamilyID=428d5727-43ab-4f24-90b7-a94784af71a4&displaylang=en>](#)

\*\* The Union Coalition has filed a lawsuit in Federal District court regarding some provisions of the NSPS regulations, including those affecting operation of labor-management relations in DoD. DoN advises that implementation of NSPS will be postponed until February-March 2006 throughout DoD.

\*\* The other parts of NSPS affecting position classification, performance appraisal, pay setting, and employee appeals will be implemented in "spirals". General Schedule (ONLY) employees at the Marine Corps Recruit Depot Parris Island, Marine Corps Air Station Beaufort, and 6th Marine Corps Recruiting District are in Spiral 1.3 that is expected go into effect late in 2006.

\*\* To subscribe to the NSPS e-newsletter published by Dept of Navy, NSPS NEWS, click on link: [mailto:join-nsps\\_news@venus.lyris.net?subject=join-nsps\\_news](mailto:join-nsps_news@venus.lyris.net?subject=join-nsps_news).

### **...ABOUT CIVIL SERVICE BENEFITS**

Current civilian employees have TWO ways to access general and personal benefits information, to get retirement estimates, and to make changes for health, life and Thrift Savings Plan (TSP). Employees can talk to a Benefits Line representative at 1-888-320-2917 Monday thru Friday 7:30 a.m. to 7:30 p.m.

Or employees can use the automated Employee Benefits Information System (EBIS) 24 hours a day, 365 days a year by clicking on the following website: <http://www.civilianbenefits.hroc.navy.mil/> Need help with EBIS? Contact the BENEFITS LINE representatives at 1-888-320-2917 who can help you set up an EBIS account and navigate the EBIS web page.

### ...ABOUT THE THRIFT SAVINGS PLAN (TSP)

As of 1 July 2005, TSP enrollment and changes can be done at any time! For more information, to enroll in TSP, or to change TSP enrollments, go to <http://www.tsp.gov/>.

OR, for enrollment assistance and question, you can call the ThriftLine or the TSP Service Office, toll free, at (877) 968-3778 (1-TSP-YOU-FRST)

### ...ABOUT THE CIVILIAN EMPLOYEE ASSISTANCE PROGRAM (CEAP)

The Civilian Employee Assistance Program (CEAP) is a confidential program to help you get professional support for any personal concerns that may be causing problems in your personal life, your health, your job, finances, and your relationships with family and friends.

At no cost, any current civil service or NAF employee at any Marine Corps or Navy command in Beaufort SC can contact a professional CEAP counselor, any time "24/7", for private consultation, assessment, and referral to specialized resources in the community where you live for additional support and assistance. Every CEAP counselor is a professional licensed in South Carolina and selected by GHE HealthCare, an established and successful provider of Employee Assistance Programs. To contact a CEAP counselor, simply call (toll free) 1-866-443-3277 (1-866-GHE-EAPS).

For more information about the "Tri-Command" Civilian Employee Assistance Program or to contact a CEAP counselor by e-mail click on <http://www.federal solutions.com/beaufortsc/>.

### ...ABOUT EMPLOYMENT VERIFICATION

The use of this system is mandatory for all Navy civilian employees for business matters that require verification of your civil service employment!

The toll free Work Number © Customer Service Center is 1-800-996-7566, Monday-Friday, 7am-8pm CST.

#### When you use it ...

Anytime you need to have your employment or salary verified, such as when you apply for an apartment lease, car loans, mortgage, and other major loans.

### Who receives the information ...

Any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that you authorize can obtain this information by calling the "The Work Number for Everyone" @ or visiting <http://www.theworknumber.com> once you give them a salary key.

### Getting a salary key ...

Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com>

You can obtain up to three salary keys. If unused, they will expire after six months.

When prompted enter: Department of Defense Code: 10365; Your Social Security Number and your 4-digit Pin: Month and Day of Birthday (MMDD) format, for example March 27 would be entered as "0327". Some employees may not be able to access The Work Number by entering the four-digit, numerical month/day (MMDD) of birth as the default PIN. You should still be able to access the system by entering the four-digit, numerical month/year (MMYY) of birth as your PIN. Then change your PIN to any 4-8-digit number. Receive your salary key ... If using the telephone, have a pen and paper handy so you can write down the salary key (a six-digit number that will be voiced to you.) If using the Internet, the salary key will be shown to you. Simply give this number to the organization requesting the employment or salary verification.

### Types of employment verification...

BASIC: Verifies that you are an DOD employee, spells your name, and provides your most recent start date, how long you have been employed and your job title.

BASIC PLUS: In addition to above, provides current salary information.

FULL: This option provides all of the above in addition to your gross earnings YTD and your salary history for the prior two years if available.

### ...ABOUT THE NEGOTIATED AGREEMENT FOR CIVIL SERVICE EMPLOYEES AT MCRD PI AND MCAS BEAUFORT

The new Master Labor Agreement (MLA) covering the civil service (appropriated fund) bargaining units represented by AFGE Local 0429 at Marine Corps Recruit Depot Parris Island and AFGE Local

1951 at Marine Corps Air Station Beaufort is in effect as of 15 November 2005.

A copy of the new MLA is maintained and can be accessed at / printed from:

[https://www.manpower.usmc.mil/portal/page?\\_pageid=278,1938374&\\_dad=portal&\\_schema=PORTAL](https://www.manpower.usmc.mil/portal/page?_pageid=278,1938374&_dad=portal&_schema=PORTAL)

HRO has a limited number of hardcopies of the new MLA printed. If you are a bargaining unit employee or a supervisor/manager of a bargaining unit employee and would like a hardcopy of the new MLA, please contact any HRO staff member, leave your name and work telephone number with your request.

...ABOUT HRO BEAUFORT "TRI-COMMAND"  
(A satellite of Marine Corps Civilian Human Resources Office -- Southeast Region)

Alphabetical Directory of HRO Staff Members

Commercial Area Code for all numbers is 843-; DSN prefix is 335-

MAIN HRO NUMBER: 228-2217

(Follow prompts for the staff member you'd like to contact or to get other information.)

Antonacci, Caterina,	Recruitment and Placement Specialist	
MCAS Branch Office,		228-7272
Bernthal, Barbara,	Recruitment, Placement, Classification Specialist	
PI Office, Bldg 286,		228-2378
Brandau, Nancy,	Director	
PI Office, Bldg 286,		228-2203
Golson, Cynthia,	EEO Manager	
PI Office, Bldg 286,		228-2647
Najmulski, Jessica,	Labor & Employee Relations Specialist	
MCAS Branch Office,		228-7090
Oliver, Cynthia,	HR Programs / Workers Comp Specialist	
PI Office, Bldg 286,		228-4180
Sofaly, Sheila,	Recruitment, Placement, Classification Specialist	
BNH Branch Office,		228-5574
Watson, Magdalene,	HR Assistant	
PI Office, Bldg 286,		228-3690
Witmer, Norm	Labor & Employee Relations Specialist	
PI Office, Bldg 286,		228-2185